INFORMATION TO OFFERORS OR QUOTERS SECTION A - COVER SHEET

Form Approved
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PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN BLOCK 4 BELOW. 1. SOLICITATION NUMBER 3. DATE/TIME RESPONSE DUE **INVITATION FOR BID (IFB)** Х REQUEST FOR PROPOSAL (RFP) b. SP0600-03-R-0095 AUGUST 20, 2003 (1PM LOCAL TIME) **REQUEST FOR QUOTATION (RFQ) INSTRUCTIONS** NOTE: The provision entitled "Required Central Contractor Registration" applies to most solicitations. 1. If you are not submitting a response, complete the information in Blocks 9 through 11 and return to the issuing office in Block 4 unless a different return address is indicated in Block 7. 2. Offerors or quoters must include full, accurate, and complete information in their responses as required by this solicitation (including attachments). "Fill-ins" are provided on Standard Form 18, Standard Form 33, and other solicitation documents. Examine the entire solicitation carefully. The penalty for making false statements is prescribed in 18 U.S.C. 1001. 3. Offerors or quoters must plainly mark their responses with the Solicitation Number and the date and local time for bid opening or receipt of proposals that is in the solicitation document. 4. Information regarding the timeliness of response is addressed in the provision of this solicitation entitled "Late Submissions, Modifications, and Withdrawals of Bids" or "Instructions to Offerors - Competitive Acquisition." 4. ISSUING OFFICE (Complete mailing address. 5. ITEMS TO BE PURCHASED (Brief description) including Zip Code) ATTN DESC BZD RM 2954 LOCATION: **DEFENSE ENERGY SUPPORT CENTER** AN8 3,200,000 USG MCMURDO, ANTARTICA (DEEPFREEZE) 8725 JOHN J KINGMAN RD SUITE 4950 JP5 5,650,000 USG FAX (703) 767-8506 MUM 260,000 USG **DELIVERY PERIOD**: **FORT BELVOIR VA 22060-6222** December 01, 2003 through January 31, 2004 plus a 30-day carry-over period 6. PROCUREMENT INFORMATION (X and complete as applicable) a. THIS PROCUREMENT IS UNRESTRICTED b. THIS PROCUREMENT IS % SET-ASIDE FOR SMALL BUSINESS. THE APPLICABLE NAICS CODE IS c. THIS PROCUREMENT IS % SET-ASIDE FOR HUB ZONE CONCERNS. THE APPLICABLE NAICS CODE IS d. THIS PROCUREMENT IS RESTRICTED TO FIRMS ELIGIBLE UNDER SECTION 8(a) OF THE SMALL BUSINE 7. ADDITIONAL INFORMATION a. SEND OFFERS TO THIS ADDRESS ATTN: DESC CPC BID CUSTODIAN RM 3729 **DEFENSE ENERGY SUPPORT CENTER** 8725 JOHN J KINGMAN RD SUITE 4950 FT BELVOIR VA 22060-6222 FAX # (703) 767-8506 SEE DD FORM 1707, Block 7 (Additional Information Continued) 8. POINT OF CONTACT FOR INFORMATION a. NAME (Last, First, Middle Initial) b. ADDRESS (include Zip Code) ATTN DESC-BZD RM 2954 Brown, Lynda M. c. TELEPHONE NUMBER (Include Area d. E-MAIL ADDRESS DEFENSE ENERGY SUPPORT CENTER Code and Extension) 8725 JOHN J KINGMAN RD SUITE 4950 **FORT BELVOIR VA 22060-6222** (703) 767-9295 Lynda.M.Brown@dla.mil **9. REASONS FOR NO RESPONSE** (X all that apply) d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED a. CANNOT COMPLY WITH SPECIFICATIONS b. UNABLE TO IDENTIFY THE ITEM(S) e. OTHER (Spcify) c. CANNOT MEET DELIVERY REQUIREMENT 10. MAILING LIST INFORMATION (X one) WE DO 11a. COMPANY NAME DO NOT DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE INVOLVED. b. ADDRESS (include Zip Code) c. ACTION OFFICER (1) TYPED OR PRINTED NAME (Last, First, Middle Initial) (2) TITLE (3) SIGNATURE (4) DATE SIGNED (YYYYMMDD)

DD FORM 1707, FEB 2002

PREVIOUS EDITION IS OBSOLETE

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FROM AFFIX STAMP HERE

SOLICITATION NUMBER			
SP0600-03-R-0095			
DATE (YYYYMMDD)	LOCAL TIME		
20030820	1:00 P.M.		

TO ATTN: DESC-CPC BID CUSTODIAN RM 3729
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J KINGMAN RD SUITE 4950
FORT BELVOIR VA 22060-6222
USA

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- b. Sealed offers in original and 1 copy for furnishing the supplies or services in the Schedule will be received at the place specified in block 7 above. If hand carried, the depository is located in RM 3729 at DESC. Copies of all documents must be exactly the same as the original.
 - c. For questions concerning Small Business matters, contact Ms. Kathy Williams at (703) 767-9400 or 1-800-523-2601.
- d. Offerors are advised to please complete and submit as your offer, the accompanying Offeror Submission Package. Certification and Representation clauses should be answered in either the affirmative or negative, as applicable. If a clause does not apply, LEAVE BLANK. (DO NOT state "N/A Not Applicable.") Please initial all changes and corrections. Offerors must acknowledge receipt and acceptance of all amendments to this solicitation.
- e. NOTICE: Any contract awarded to a contractor who, at the time of award, was suspended, debarred, or ineligible for receipt of contracts with Government agencies, or was in receipt of a notice of proposed debarment from any Government agency, is voidable at the option of the Government.
- f. Offerors are advised that the inclusion of any provision which requires sequential evaluation of individual offers; i.e., offers requiring DESC to obtain more than one computer evaluation in order to evaluate that offer, may result in rejection of the offer. Offerors are encouraged to discuss the intended changes in proposals with DESC in order to identify potentially unacceptable proposals and to determine possible alternatives.
- g. For emergency situations during non-duty hours, the number to contact is (703) 767-8420 at the DESC Operations Center, Contingency Plans and Operations Division (DESC-DL).
- h. In order to be retained on the Deepfreeze bidder's mailing list, you must either respond to the solicitation or return the DD Form 1707 with the appropriate information in Blocks 9, 10, and 11. Failure to do so will result in deletion of your company from the bidder's mailing list. This includes all potential offerors and/or those receiving it for informational purposes only.
- i. Clause B19.34 ECONOMIC PRICE ADJUSTMENT (OVERSEAS BULK) Initial offer price and base reference price date is May 28, 2003. For initial offers, assume date of lift to be May 28, 2003. The final proposed revision reference price effective date will be the same as the reference price established for initial offers.
- j. The "Standardized Format" as referenced in Clauses C16.01 TURBINE FUEL, AVIATION (JP4/JP5) (BULK) and C16.64-3 TURBINE FUEL, AVIATION (JP8) (WESTPAC) (AN8) (DEEPFREEZE ONLY) can be found in Section J, Attachment 2, STANDARDIZED FORMAT FOR USE IN THE PREPARATION OF AVIATION TURBINE FUEL TEST REPORT to this RFP.
- k. Clause G9.07 ELECTRONIC TRANSFER OF FUNDS PAYMENTS CORPORATE TRADE EXCHANGE Offerors may elect payment by electronic transfer of funds through the <u>Corporate Trade Payment (CTX)</u> system. Offerors are advised to verify their financial institution's (FI) participation in the CTX system, and the acceptability of their procedures. Firms receiving an award under this solicitation must ensure that the appropriate arrangements are made with their FI prior to submission of the first invoice.
- I. <u>IMPORTANT</u>: Clause I86.12 DELIVERY-ORDER LIMITATIONS SCOPE OF CONTRACT (BULK) provides the minimum and maximum quantities under a resultant contract. Please direct ATTENTION to paragraph (d) of this clause regarding the final order placed calling for delivery into, or by means of tanker, barge, or pipeline. The additional quantity for this final order (50,000 BBLS) now applies to each product offered from each refinery source. This additional quantity cannot exceed the monthly quantity as defined in Clause F1.25 DELIVERY AND ORDERING PERIODS.
- m. Please note that the offeror agrees to submit prior to award a Material Safety Data Sheet (MSDS) in accordance with Clause I190.04 MATERIAL SAFETY DATA SHEETS -- COMMERCIAL ITEMS.
- n. Pursuant to Clause L2.11-2 FACSIMILE PROPOSALS, offers submitted by facsimile must constitute an offeror's hard copy. It must contain all required representations and certifications as well as all required signatures.
- o.. The following tentative negotiation schedule is provided for planning purposes. Note this schedule is subject to change at any time:

August 20, 2003	Initial Offer Closing Date (1:00 p.m.)
September 5, 2003	Negotiations Open
October 22, 2003	Negotiations Close

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